

What's New for Employee Self Service

October 2010

The software that provides access to view your pay check, apply for positions of interest to you and allows you to view some of your personal information including your address has been updated.

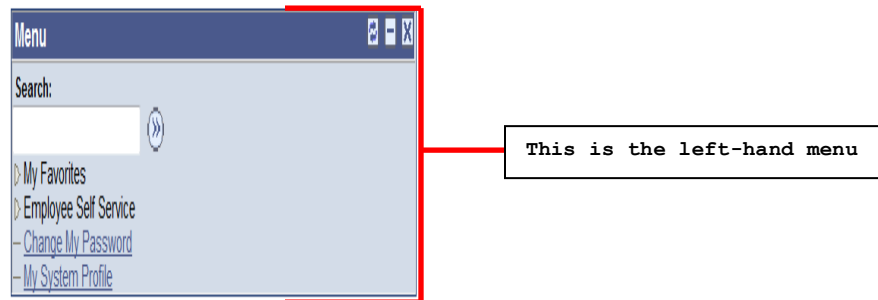
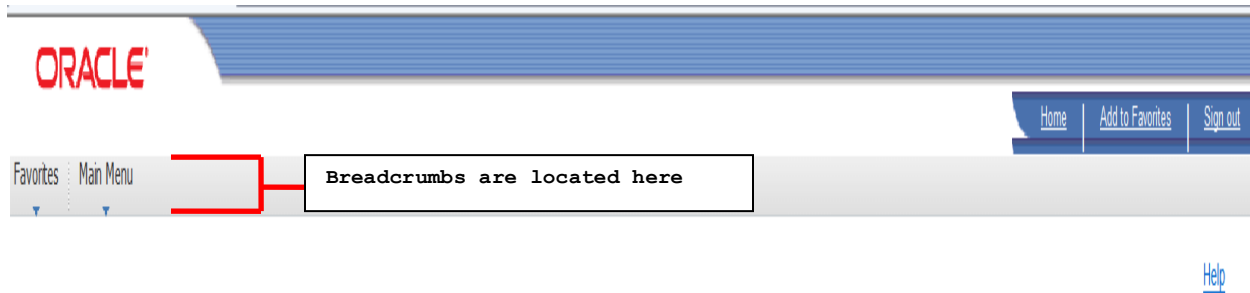
New features include breadcrumb navigation, like drop-down menus you see when you use Internet Explorer.

Printing has become easier and you can change the size of print if you want to.

More information regarding breadcrumbs and your printing options are included in the brief guide that follows.

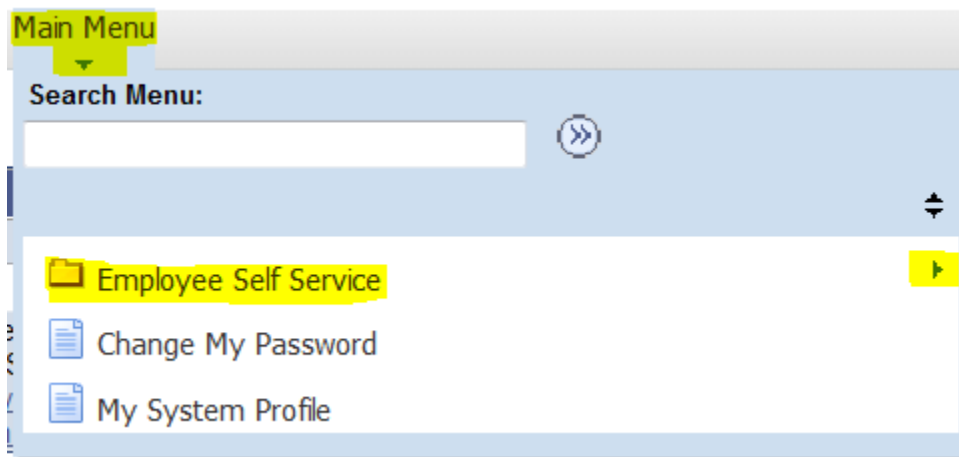
INTRODUCING BREADCRUMBS

Now when you have logged into your account you will see breadcrumbs to help you move around within your account.



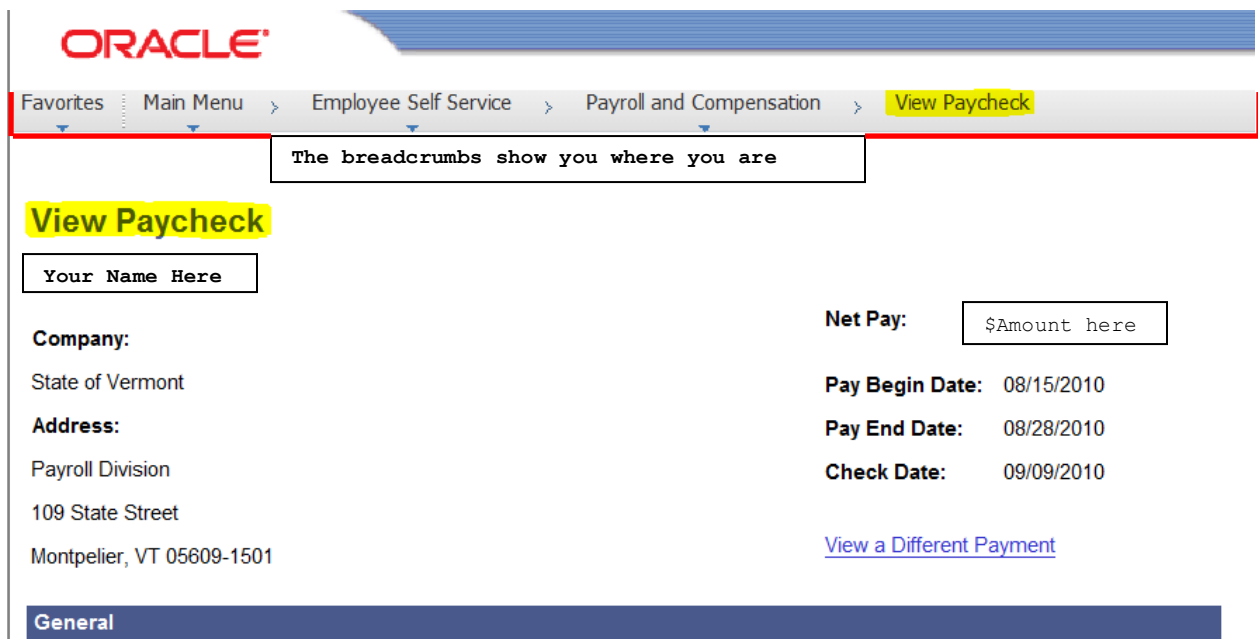
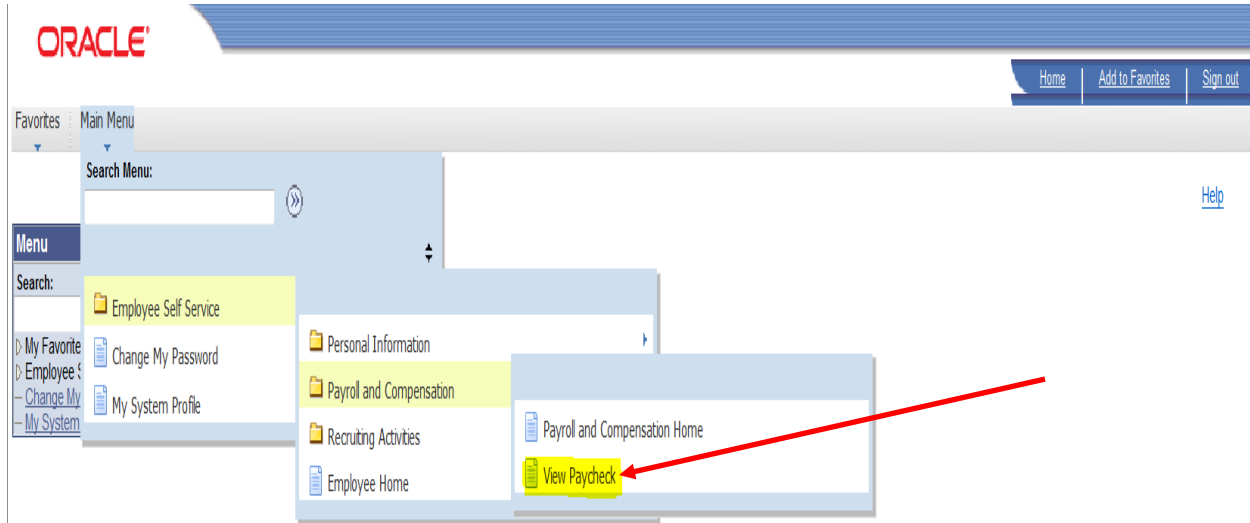
Breadcrumbs are drop-down menus, much like the left-hand menu. If you click the down-arrow under the Main Menu breadcrumb you see the same navigation as shown on the left-hand menu above.

The picture below shows the Main Menu breadcrumb expanded, just pointing to a folder will expand more places for you to navigate to.



INTRODUCING BREADCRUMBS

Once you reach a place that you want to go to simply click the link.

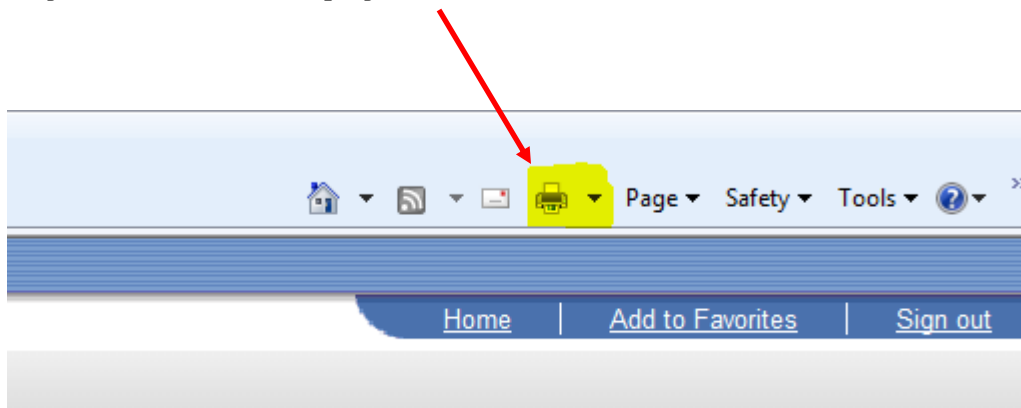


To navigate to some other areas within your account simply click on the breadcrumbs to display areas within your account.

FASTER PRINTING WITH INTERNET EXPLORER 8

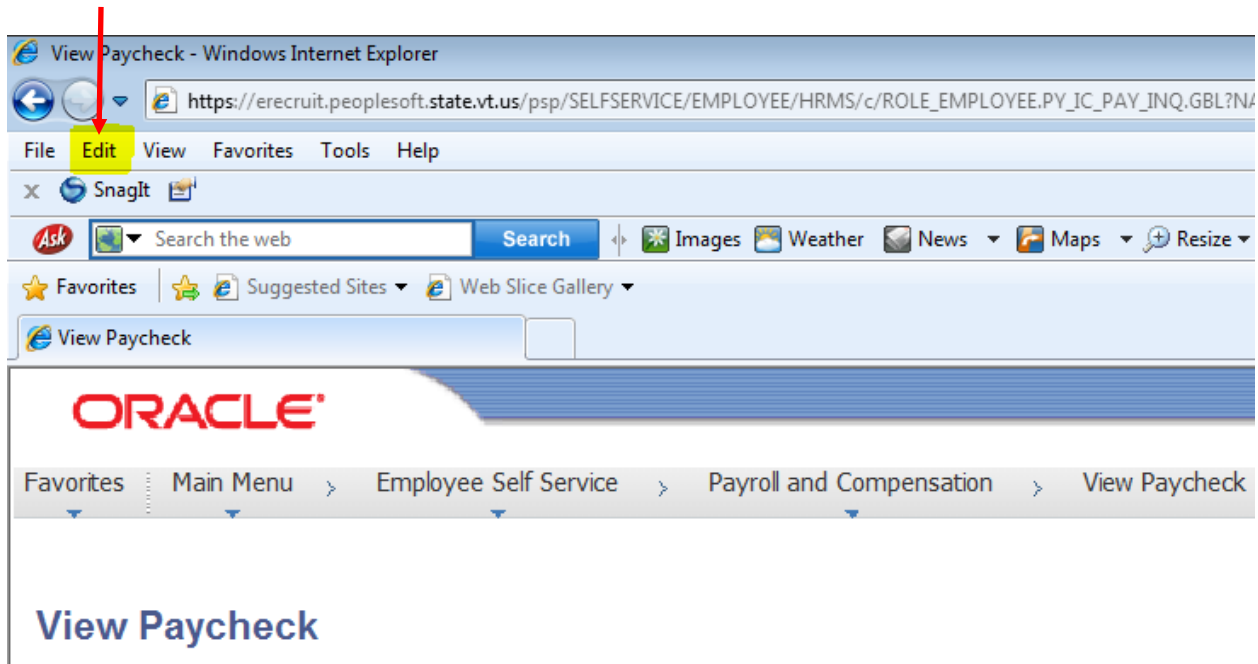
Now when you want to print your pay statement you have the ability to print quickly, and to change the size of the pages you print!

With Internet Explorer 8 you can quickly print your online pay statement. Be sure that the pay statement you want to print is displayed on the screen. Then click the Printer icon on the upper right side of the page

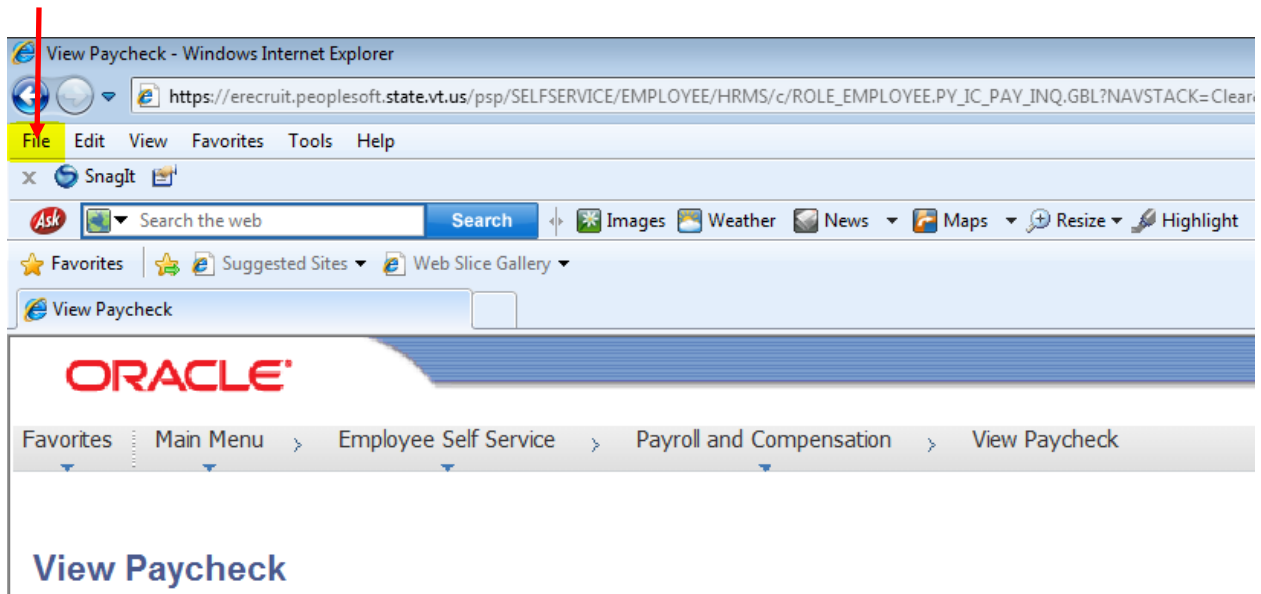


Printing in larger font with Internet Explorer 8

With the pay statement displayed that you want to print,



- 1: Click on the browser where it says "**Edit**", then
- 2: Click "**Select All**" (everything on your pay statement will be highlighted in blue) then
- 3: Click on the browser where it says "**File**"

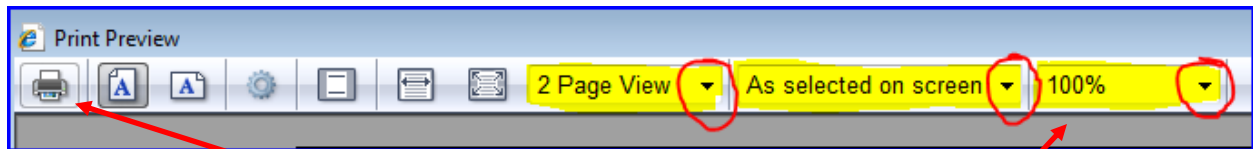


Printing in larger font with Internet Explorer 8 continued

4: Click "Print Preview"

The "Print Preview" page will be displayed

Use the down-arrows to change each field to match the picture below:



5: Then click the "Printer Icon"

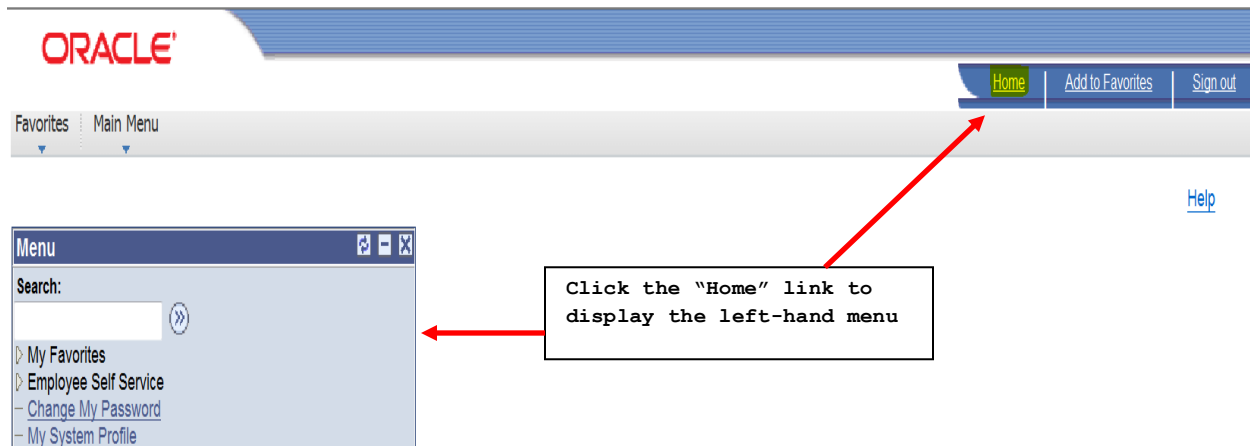
Please note:

Changing size to anything other than "shrink to fit" before printing may require additional adjustments.

Optional adjustments can also be made to change to Landscape on the Print Preview page.

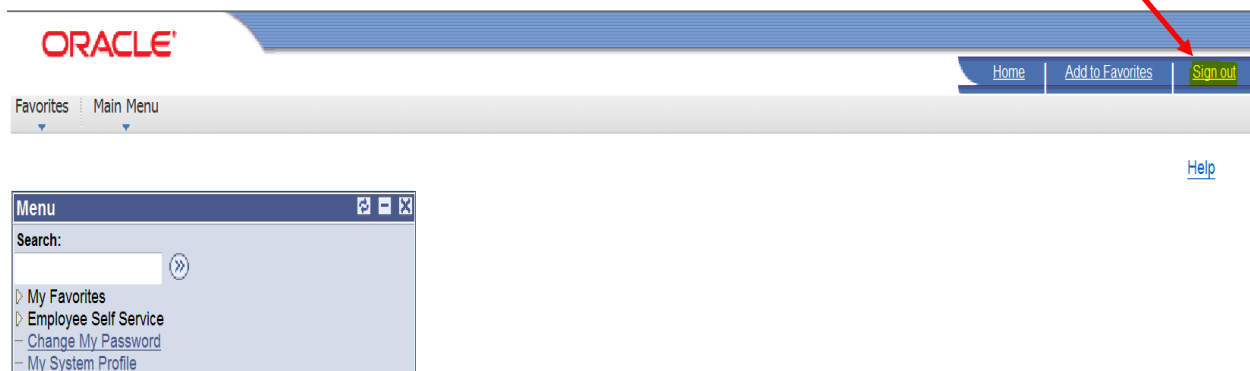
The left-hand menu is still available!

If you are new to breadcrumbs you can display your left-hand menu anytime you like, just click the "Home" link to display the left-hand menu



IMPORTANT ITEMS THAT HAVE NOT CHANGED

Always remember to use the "Sign out" link to close your Employee Self Service Account when you are finished using your account.



24 hour support is still available if you need help to log into your Employee Self Service Account. For support call the Department of Human Resources and Department of Finance and Management Support Center, (802) 828-0407, press option 1 at the first menu then press option 1 to speak to support staff.